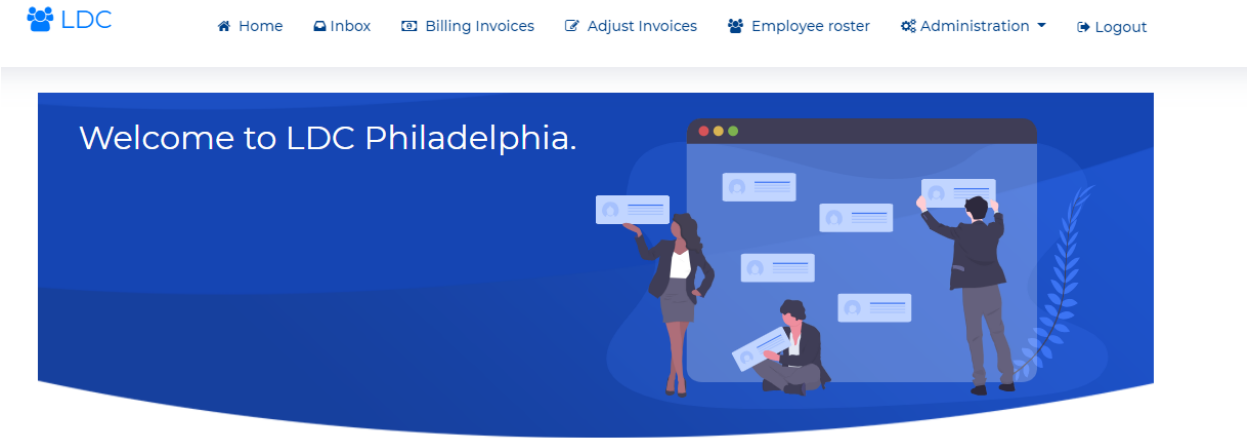


Employer Portal Guide

Effective Date: 7/3/2023

Document Version: 2.0



Welcome

Welcome to LDC Philadelphia's employer portal.

Step One: Register



Register

Create a new account.

Email

bscaff@ccs-llc.com

Password

.....

Confirm password

Register

1. Click on the “Register” menu in the top right.
2. Enter your email address*, and create a password**.
 - a. *NOTE: your email address must be on file at the Fund Office to register. If it is not on file, you must call the Fund Office to begin registration.
 - b. **NOTE: passwords must be at least 7 digits, contain at least one number, at least one letter, and at least one special character (such as !, #, \$, etc.)
3. Click the blue “Register” button. You will receive an email confirmation with a link. You must have access to the email used in registration to finalize your registration.
1. If your email is not on file at the Fund Office, you will not be able to register. You must contact the Fund Office before proceeding.

Passwords

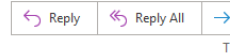
1. Passwords must meet minimum complexity standards, as follows:
 - a. Must be at least 7 digits in length;
 - b. Must contain at least one number;
 - c. Must contain at least one letter;
 - d. Must contain at least one special character (such as !, @, #)


Finalizing Registration

Confirm your email



support@ccs-llc.com(support@ccs-llc.com via sendgrid.me)
To Ben Scaff



 We could not verify the identity of the sender. [Click here to learn more.](#)
The actual sender of this message is different than the normal sender. [Click here to learn more.](#)

Please confirm your account by [clicking here](#).

1. Once you have entered in appropriate values for registration, you will be sent an email containing a link to complete your registration process. Click the linked text to finalize registration. You will receive a confirmation message similar to the picture below.

Confirm email

Thank you for confirming your email.



Step Two: Login



Log in

Email

bscaff@ccs-llc.com

Password

.....

Remember me?

Log in

[Forgot your password?](#)

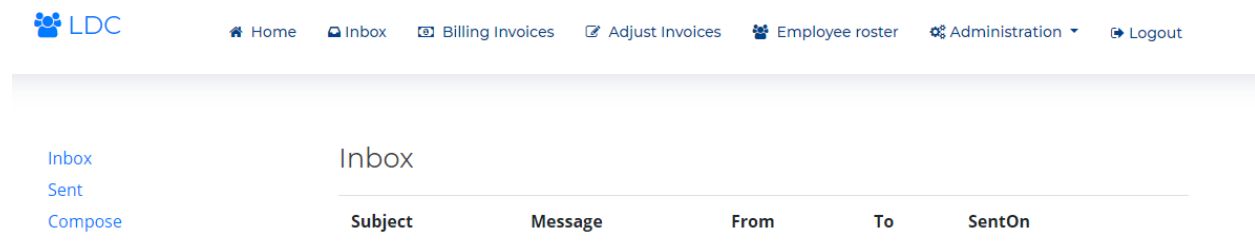
[Register as a new user](#)

[Resend email confirmation](#)

1. Click the "Login" menu in the top right corner of the portal to enter your login credentials, then click the blue "Log in" button.
2. Use the "Forgot your password?" functionality to recover your password via email.
3. Checkmark the "Remember me?" box to simplify future logins ONLY IF you have private access to the computer with which you are logging in. DO NOT checkmark this box if you are using a computer with public access.

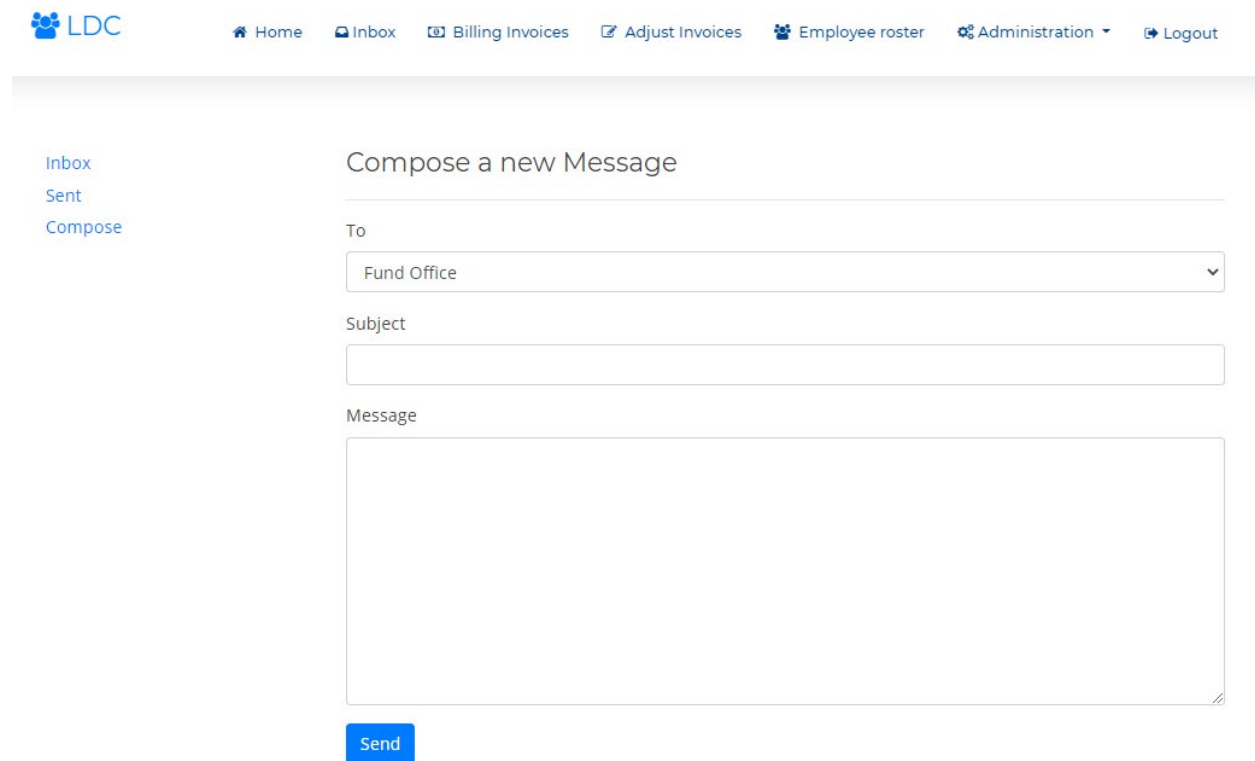
Step Three: Inbox

Inbox



The screenshot shows the LDC system interface. At the top left is the LDC logo. A navigation bar contains links for Home, Inbox, Billing Invoices, Adjust Invoices, Employee roster, Administration (with a dropdown arrow), and Logout. On the left side, there is a sidebar with links for Inbox, Sent, and Compose. The main content area is titled "Inbox" and features a table with the following headers: Subject, Message, From, To, and SentOn. The table body is currently empty.

1. Your Inbox allows you to send and receive secure, simple messages with the Fund Office.



The screenshot shows the "Compose a new Message" page in the LDC system. The navigation bar and sidebar are identical to the previous screenshot. The main content area is titled "Compose a new Message" and contains the following fields: a "To" dropdown menu with "Fund Office" selected, a "Subject" text input field, and a "Message" text area. A blue "Send" button is located at the bottom of the message area.

1. Click the "Compose" link to send a new message to the Fund Office.

Step Four: Administration



Authorized Users

[Add a New User](#)

FirstName	LastName	Email	Role	Status
-----------	----------	-------	------	--------

1. Each user of the portal is assigned to a role within the portal for their particular employer account. These roles are Submitter and Admin.
2. If your role is "Admin", you will be able to add or remove additional users to your account, as well as configure banking information.

Add New User



Create

Authorized user

FirstName

LastName

Email

Status

Role

Create

[Back to List](#)

1. Click the “Add New User” text to create a new user for your account. Ensure the email matches exactly.
2. Note: you may grant the new user Admin privileges, but most often new users should be granted only the “Submitter” privileges.



Authorized Users

[Add a New User](#)

FirstName	LastName	Email	Role	Status
-----------	----------	-------	------	--------

Step Five: Configure Banking Information



EFT Payment Methods

By entering my banking information below and when I elect to pay electronically by clicking the "Pay by EFT" option during submission of my monthly payroll report, I authorize the COLLECTING AGENT OF RECORD for the "BENEFIT(S)" to initiate an electronic payment in the amount specified in the filed payroll report from the bank account on this record. I also authorize my financial institution to honor this electronic payment. Please be advised that by submitting this payment, I hereby authorize the COLLECTING AGENT OF RECORD to originate an ACH debit to the bank account provided.

Furthermore, I acknowledge that the payment relationship I am entering into does not involve CCS, LLC. and therefore I agree to defend and indemnify CCS, LLC against all claims, damages, liabilities and expenses incurred or imposed on CCS, LLC. in conjunction with the COLLECTING AGENT OF RECORD's performance of electronic payment services; and to hold CCS, LLC. harmless for all claims, damages, liabilities and expenses incurred by or imposed against CCS, LLC in connection with any actual or threatened claims, suits or proceedings concerning CCS, LLC.

[Create New](#)

Account name	Account type	Status	Bank routing number	Account number
--------------	--------------	--------	---------------------	----------------

1. From the Administration menu, click the "EFT Payments" link. As shown above, this screen allows you to record one or more bank accounts for use in scheduling EFT/ACH payments.
2. Click the "Create New" text to begin.

Create

EmpPortal_EFT

Account name

Account type

Status

Bank routing number

Account number

Create

[Back to List](#)

1. Record your banking information, and click the blue “Create” button to save your new entry.
2. Use the “Account name” field to give the account a name which you’ll recognize.

EFT Payment Methods

By entering my banking information below and when I elect to pay electronically by clicking the "Pay by EFT" option during submission of my monthly payroll report, I authorize the COLLECTING AGENT OF RECORD for the "BENEFIT(S)" to initiate an electronic payment in the amount specified in the filed payroll report from the bank account on this record. I also authorize my financial institution to honor this electronic payment. Please be advised that by submitting this payment, I hereby authorize the COLLECTING AGENT OF RECORD to originate an ACH debit to the bank account provided.

Furthermore, I acknowledge that the payment relationship I am entering into does not involve CCS, LLC. and therefore I agree to defend and indemnify CCS, LLC against all claims, damages, liabilities and expenses incurred or imposed on CCS, LLC. in conjunction with the COLLECTING AGENT OF RECORD's performance of electronic payment services; and to hold CCS, LLC. harmless for all claims, damages, liabilities and expenses incurred by or imposed against CCS, LLC in connection with any actual or threatened claims, suits or proceedings concerning CCS, LLC.

[Create New](#)

Account name	Account type	Status	Bank routing number	Account number
--------------	--------------	--------	---------------------	----------------

1. Once entered, you can use the same Administration ->EFT Payments menu to view or edit all existing accounts.

Step Six: Employee Roster

Employee Search

[Go Back](#)

[Add a New Employee](#)

First name	Last name	SSN	Status	Type	
<input type="text"/>	<input type="text" value="hedge"/>	<input type="text"/>	<input type="text" value="Active"/>	<input type="text"/>	<input type="button" value="Search"/>

FirstName	LastName	SSN	Type	Status	
	HED	<input type="text"/>	Bargaining	Active	<input type="button" value="Select"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

1. Click the "Employee Roster" menu.
2. All employees you have previously submitted to the Fund Office will be displayed in a grid.
3. At the top of that grid, you are given filters to assist searching/finding an existing member.
4. For each existing member, you will have "Edit" and "Delete" buttons available. These allow you to Edit demographic information for the member, or, if you will no longer remit a member (or created a member by mistake), you can click the "Delete" button. This will remove the member from your roster.
5. To add a new employee, click the "Add a New Employee" link.

Add a New Employee



Add a new employee

Employee details

FirstName	LastName	MiddleName	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SSN	DateOfBirth		
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>		
Gender	Status		
<input type="text" value="Male"/>	<input type="text" value="Active"/>		
Type	Employer		
<input type="text" value="Bargaining"/>	<input type="text" value="C ABBONIZIO"/>		

Address

Address

City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contacts

Phone	Email
<input type="text"/>	<input type="text"/>

[Create](#)

[Go Back](#)

1. After clicking Add a New Member, you are provided with the entry screen shown above. Required fields include LastName and SSN. However, full demographic information is appreciated, if you have it available.
2. Once finished, click the blue "Create" button to finish creating your new employee. The employee will now become part of your roster, and is available to add to remittance.

Step Seven: Billing Invoices



Billing Invoices

Employer	Agreement	Sub Agreement	Work Period	
C ABBONIZIO	C. ABBONIZIO JFK-	ALL	2/28/2021	Select
C ABBONIZIO	BUILDING (GBCA)	ALL	2/28/2021	Select
C ABBONIZIO	HEAVY & HIGHWAY	ALL	2/28/2021	Select

Liquidated damages & interest

Employer	Agreement	Sub Agreement	Work Period
----------	-----------	---------------	-------------

1. Next, click the “Billing Invoices” menu. As shown above, this screen presents you with a list of remittances by Collective Bargaining Agreement (CBA) and Work Period, which the Fund Office expects your firm to remit.
2. To begin entering remittance for a particular CBA and Work Period, click the “Select” text.

Confirming Rates



Invoice for

Employer Name	CCS Sample	Work Period	01/31/2020
Agreement	LOCAL 3 COMMERCIAL	Sub agreement	ALL

Plan rates

Subagreement	DUES	401 K	HRA	JATC	MCA	MEMBER ASSIST	RMDC/LMC	WELFARE	WORKFORCE DEV
JMAN	\$1.78	\$0.00	\$1.00	\$0.75	\$0.55	\$0.03	\$0.10	\$6.85	\$0.12
FMAN	\$1.78	\$0.00	\$1.00	\$0.75	\$0.55	\$0.03	\$0.10	\$6.85	\$0.12
GF	\$1.78	\$0.00	\$1.00	\$0.75	\$0.55	\$0.03	\$0.10	\$6.85	\$0.12
AP1	\$1.13	\$0.00	\$1.00	\$0.75	\$0.55	\$0.03	\$0.10	\$6.85	\$0.12
AP2	\$1.20	\$0.00	\$1.00	\$0.75	\$0.55	\$0.03	\$0.10	\$6.85	\$0.12
AP3	\$1.26	\$0.00	\$1.00	\$0.75	\$0.55	\$0.03	\$0.10	\$6.85	\$0.12
AP4	\$1.39	\$0.00	\$1.00	\$0.75	\$0.55	\$0.03	\$0.10	\$6.85	\$0.12
AP5	\$1.59	\$0.00	\$1.00	\$0.75	\$0.55	\$0.03	\$0.10	\$6.85	\$0.12

1. The top portion of the screen displays confirmation for the CBA and Work Period you selected.
2. The center portion of the screen displays all rates in effect for that CBA + Work Period, broken out by Job Classification (Journeyman, Apprentice 5, etc.) and by Plan (Welfare, HRA, etc.).

Entering Remittance Details: Electronic Upload

Electronic upload **Manual Entry**

Choose File No file chosen

Upload

[File template to use](#)

Employees

--select-- **Add to report** 🔍

Add a new Employee to report **Save report** **Delete employees on report** **Finalize report**

Name	SSN	Job Class	401 K	Gross Wages	Hours Worked	Amount Due
------	-----	-----------	-------	-------------	--------------	------------

1. Directly below the rate information you'll notice two tabs – one for "Electronic Upload" and a second for "Manual Entry".
2. For electronic uploads, blue text "File template to use" allows you to download a sample file template.
 - a. Note: this template may vary depending upon the CBA.
 - b. If you remit for several CBAs, you can still use the same format for all uploads, so long as the file you upload contains all necessary fields. (If CBA1 requires only hours worked, while CBA2 requires Hours and Gross Wages, configure all of your files to submit hours and wages. The system will ignore the wages for CBA1, which does not require them).
3. Once you have configured you file for uploading, click the "Choose File" button to upload your file.
4. After upload, your file contents will be displayed in the list of Employees below.

Entering Remittance Details: Manual Entry

Electronic upload Manual Entry

Copy From Last Report

Employees

--select-- Add to report

Add a new Employee to report Save report Delete employees on report Finalize report

Name	SSN	Job Class	Extra Annuity	Extra Vacation	Gross Wages	Hours Worked	Amount Due
------	-----	-----------	---------------	----------------	-------------	--------------	------------

1. Click the “Manual Entry” tab.
2. If you have previously submitted a report for this CBA and Work Period, you can click the blue “Copy From Last Report” button. This will pre-populate your report with all of the membership you remitted last work period. If you have not previously submitted a report for this CBA, this button will not be available.
3. You can use the “—select—” pulldown to choose a member to add to your report. All members must be part of your specific employee roster (see step 6 above). You cannot search for, or add, a member to your remittance unless you have that member as part of your specific employee roster.
 - a. If you have a large employee roster and the “—select—” pulldown seems to go on forever, you can click the blue magnifying glass to search by name, ssn, or other criteria, to add an employee to your report, rather than using the pulldown.
4. As you work through your report, the system performs periodic saves of your report. This reduces the chance of lost work if you lose internet connectivity. However, you can also click the blue “Save Report” button to save your work at your convenience.
 - a. NOTE: the “Save Report” button also functions as a system request for recalculation of amounts due. If you want to see your current Amount Due for the remit based on what you have entered so far, click the blue “Save Report” button.

Reviewing Report Progress

Employees

-- Select -- Add to report

Add a new Employee to report Save report Delete employees on report Finalize report

Name	SSN	Job Class	401 K	Hours Worked	Amount Due	
HEDGES	XXX-XX-5555	GF	40	450.25	\$5,073.81	

1. As you enter members on your report, they will display in the grid below your entry area, as shown in the picture above.
2. The values you are required to enter will vary depending upon the CBA. Some CBAs require only Hours Worked. Others may require Hours Worked, Gross Wages, and Employee Deferral (EE 401 K). Please record all required amounts.
3. Each member you enter will also have two buttons to the right, one red, one blue.
 - a. The blue disk icon will save the values you record for the particular member.
 - b. The red trashcan icon will remove the member.
 - c. To remove all members on a report, use the red “Delete employees on report” button, as shown in the picture above.
 - d. To save all members on a report, use the blue “save report” button, as shown in the picture above.
4. NOTE: the system saves your progress automatically, in the background, on a periodic basis. When the system performs a save, it will (re)calculate and display an Amount Due for the member. Thus, the calculation of amounts due may also occur asynchronously, rather than only immediately after clicking a button.
5. To force a calculation, or, to save your progress, click the blue “Save Report” button. This will save your work – but not submit it – allowing you to pick it back up at a later time. As noted, this will also force the system to recalculate all members you’ve entered on your report for Amounts Due.

Step Eight: Summary and EFT/ACH or Paper Check

Summary

Total Records	2	Total Amount Due	\$0.00
Total Payments	\$0.00	Balance Due	\$0.00
Total 401 K	50	Total Hours Worked	500.25

Payment

Pay From Account#

Debit On

Employees

1. After entering all employees/members on your report, scroll up to view a summary of your report as shown in the picture above.
2. The summary presents totals for employees, Hours Worked, and any other inputs the CBA may have required (e.g., Gross Wages, employee deferral (401 K)). Confirm these amounts are correct.
3. If the amounts are correct, use the “Pay From Account #” pulldown to choose the bank account from which you want the total amount due withdrawn (via ACH/EFT). If you are not using ACH/EFT, select the option to notify the Fund Office that you will be submitting a paper check.
 - a. If you are using ACH/EFT, use the “Debit On” field to schedule the date you want the funds withdrawn from your account.
4. Once this is completed, you must click the green “Finalize report” button (shown in picture above) to finalize your report. This will submit it to the Fund Office for adjudication.

Finalize Report

Summary

Total Records	2	Total Amount Due	\$0.00
Total Payments	\$0.00	Balance Due	\$0.00
Total 401 K	5		500.25

Payment

Pay From Account#

Debit On


Employees

Finalize Report?

Please confirm that you want to finalize this report and submit for further processing.

1. Once you click the green "Finalize report" button, you will receive an alert as shown above, requesting confirmation that you do indeed wish to submit this report.
2. If you click "Yes, Finalize", you will receive an email confirmation of your submission, as shown below. This email will include a summarized receipt for your records.

Confirmation: You've submitted your Invoice

 support@ccs-llc.com(support@ccs-llc.com via sendgrid.me)
To: Ben Scaff
ⓘ We could not verify the identity of the sender. Click here to learn more.
The actual sender of this message is different than the normal sender. Click here to learn more.

Congratulations! Your invoice has been successfully submitted, per your request.

Following are the details of the invoice:

Agreement: LOCAL 3 COMMERCIAL
SubAgreement: ALL
Work period: 01/31/2020
Total Records: 2
Total 401 K: 50
Total Hours Worked: 500.25
Total Amount Due: 0
Total Payments: 0
Balance Due: 0
Debit Payment From:

Step Nine: Print A Receipt or View Subtotals

Summary



Total Records	1	Total 401 K	\$ 40.00
Total Hours Worked	450.25	Total Amount Due	\$5,073.81
Total Payments	\$0.00	Balance Due	\$5,073.81

1. At any time during entry, or, after submitting a report, you can view your progress for balancing or print an expanded receipt (with subtotals by Plan).
2. Within the "Summary" section, you will notice a blue printer icon. Clicking this icon will open a new tab in your web browser (sample shown below) of a print-ready receipt.
3. NOTE: this same receipt will be emailed to you automatically after submission.

Invoice details::

Employer:	CCS Sample
EIN:	111111111
Address :	5038 Dorsey Hall Drive, Ellicott City, MD - 21042
Phone Number :	
Agreement:	LOCAL 3 COMMERCIAL
Work Period:	01-31-2020
Total Hours Worked :	450.25
Total Gross Wages :	

<u>401 K</u>	<u>\$120.00</u>
<u>DUES</u>	<u>\$2404.35</u>
<u>HRA</u>	<u>\$1350.75</u>
<u>JATC</u>	<u>\$1013.07</u>
<u>MCA</u>	<u>\$742.92</u>
<u>MEMBER ASSIST</u>	<u>\$40.53</u>
<u>RMDC/LMC</u>	<u>\$135.09</u>
<u>WELFARE</u>	<u>\$9252.63</u>
<u>WORKFORCE DEV</u>	<u>\$162.09</u>
<u>Subtotal:</u>	<u>\$15221.4</u>

Step Ten: Making Edits, Viewing Prior Submissions

Adjust an Invoice

Employer	Agreement	Sub Agreement	Work Period	
C ABBONIZIO	HEAVY & HIGHWAY	ALL	5/31/2022	View

Liquidated damages & interest

Employer	Agreement	Sub Agreement	Work Period
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1. To make edits to saved (but not transmitted) remits, or to view prior remits (already transmitted), click on the "Adjust Invoices" tab at top.
2. You'll receive a screen as shown above. If you had begun a remit but had not finalized it, you can resume entry/edit of this remit by clicking "Adjust", hyperlinked on the right column.
3. If you had previously finalized/submitted a remit, and you wish to review the submission and/or reprint a receipt of the submission, you can click the "View" hyperlink on the right column of the remit (shown above).
4. NOTE: remits that have been Finalized/Submitted and processed for payment (via ACH/EFT or via paper check) are NOT immediately available to adjust. To make an adjustment to a Finalized/Submitted remit, you must contact the Fund Office.

Step Eleven: Make Adjustments to Finalized/Submitted Remits

Billing Invoices

Employer	Agreement	Sub Agreement	Work Period	
C ABBONIZIO	Building and Construction	ALL	5/31/2022	Select
C ABBONIZIO	HEAVY AND HIGHWAY CONSTRUCTION	ALL	5/31/2022	Select
C ABBONIZIO	BUILDING (GBCA)	ALL	5/31/2022	Select

Liquidated damages & interest

Employer	Agreement	Sub Agreement	Work Period	
C ABBONIZIO	BUILDING (GBCA)	ALL	4/30/2022	Select

Requested Adjustments

Employer	Agreement	Sub Agreement	Work Period	
C ABBONIZIO	Building and Construction	ALL	5/31/2022	Select

1. As previously noted, Finalized/Submitted remits cannot be adjusted without first contacting the Fund Office.
2. To adjust a Finalized/Submitted remit, contact the Fund Office with the CBA/Agreement and Work Period you wish to adjust. The Fund Office will prepare an adjust-ready invoice for you.
3. Click on the Billing Invoices tab. Once the Fund Office has prepared the adjust-ready invoice, it will appear automatically, as shown above, with the "Requested Adjustments" section. To being making adjustments to this remit, simply click the "Select" link. You can add/edit/delete members from the remit, in the same manner as you do for regular billing invoices.